Training Bulletin 11- eP.A.S.S. Report

Contract Law Enforcement Bureau | Training Bulletin

Los Angeles County Sheriff's Department

Number 11 March 2019

Guidelines for Completion of the Electronic Patrol Area Statistical Summary (eP.A.S.S.) Reports

Purpose

The purpose of this bulletin is to provide

information regarding the accurate completion and timely submission of the electronic Patrol Area Statistical Summary (ePASS) report. This training bulletin supersedes any previously disseminated information.

Responsibilities

- Each Station Commander is responsible for the accurate recording of required data for his/her station on the monthly ePASS report.
- Each month's original ePASS report shall be reviewed by the Station Commander prior to submission to Contract Law Enforcement Bureau.
- The preceding month's ePASS report must be sent to Contract Law Enforcement Bureau (submit button on ePASS) no later than the due dates listed in the matrix in the right column of this page.

Procedures

- After reviewing the ePASS reports for errors, Contract Law Enforcement Bureau will forward the reports to the concerned Patrol Division Chiefs for review prior to forwarding the reports to Administrative Services Division and the Board of Supervisors.
- Please refer to the "Instructions for Completion of the ePASS (Electronic Patrol Area Statistical Summary) Report" attached to this training bulletin for step-by-step instructions.

Additional Resources

- Field Operations Support Services—Field Operations Directive: 06-04—Equitable Distribution of Patrol Deputy Resources
- Contract Law Enforcement Bureau—Training Bulletin #10—Service Compliance Tracking

Reported PASS Month	Deadline Date For Submission
January	March 1
February	April 1
March	May 1
April	June 1
May	July 1
June	August 1
July	September 1
August	October 1
September	November 1
October	December 1
November	January 1
December	February 1

• ePASS. Report Instructions

INSTRUCTIONS FOR COMPLETION OF THE

P.A.S.S. (PATROL AREA STATISTICAL SUMMARY) REPORT

ATTACHMENT TO CLEB TRAINING BULLETIN NUMBER 11

(Rev. February 23, 2018)

The following document shall be used when completing the **P.A.S.S**. (Patrol Area Statistical Summary) Report. In order to compile the monthly report, you will need access to **RAPS II** and **LARCIS**.

To request **RAPS II** access, your Unit Commander must access the Department's Intranet at http://intranet/Intranet/Sites/DSB/TechInfo/Raps/Forms/RAPS_Acct_Request_Form.htm . The RAPS Coordinators will verify that the request actually came from your Unit Commander's User ID account.

To request **LARCIS** access, you will need to attend a LARCIS Training Course. You can request the training through the LARCIS Training Coordinator email group at LARCIS_trng_coordinator@lasd.org .

The following is a categorical set of instructions for each section of the PASS Report:

SERVICE LEVELS: (RAPS_500A Report)

After logging onto to RAPS II, click on "PSTS Inquiry" (Patrol Service Tracking System) from the tool bar located at the top of the screen. Click on "Reports" and then simply enter the search criteria for either a Contract City or Unincorporated Area utilizing the "RAPS_500A

Monthly Service Compliance Report" format.

CRIME STATISTICS: (Department Intranet - UCR Report)

PART I CRIMES are **posted by the 23rd of the month** for the preceding month on the Department's Intranet. The "UCR" (Uniform Crime Report) can be accessed using the following path from the Department's Intranet Site â ž¥ *Web Applications â ž¥ Crime Data & Statistical Reporting â ž¥ Crime Statistics â ž¥ Crime & Arrest Reports/Query Tools â ž¥ Monthly Crime Report (UCR - Return A)*.

Click on the year/month and the desired station. Each station report contains the Contract City and Unincorporated Area crime statistics, and a grand total for the station.

NOTE: The UCR Return A sorts the Unincorporated Areas into different reports for the Angeles National Forest and Oak Grove Park areas. Add the Unincorporated Areas together to obtain the total.

CRIME CLASSIFICATION	DATA SOURCE
Homicide	Use “Report 1.” Add the “Actual Offenses” column for classification “(A) Murder” and “(B) Manslaughter Voluntary” for the total.
Rape	Use “Report 1.” The total is in the “Actual Offenses” column for classification “2. Forcible Rape (Total).”
Robbery	Use “Report 1.” The total is in the “Actual Offenses” column for classification “3. Robbery (Total).”
Aggravated Assault	Use “Report 1.” To obtain the “Aggravated Assault” total, use the “Actual Offenses” column and subtract “(E) Other assaults-simple” from “4. Assault (Total).”
Burglary	Use “Report 1.” The total is in the “Actual Offenses” column for classification “5. Burglary (Total).”
Larceny	Use “Report 1.” The total is in the “Actual Offenses” column for classification “6. Larceny-Theft (Total).”
Grand Theft Auto	Use “Report 1.” The total is in the “Actual Offenses” column for classification “7. Motor Vehicle Theft (Total).”
Arson	Use “Report 2 - ARSON.” The total is in the “Actual Offenses” column “Grand Total.”
Total Part I Crimes	Total all of the above crime totals.

PART II CRIMES

Use LARCIS to obtain the Part II Crimes Management Report.

CRIME CLASSIFICATION	DATA SOURCE
Total Part II Crimes	Use LARCIS Crime Information Report - Primary Crime Counts. This Report can be accessed by selecting the following menu options: *LARCIS Main Menu > 5. Management Reports/Statistics > 1. Management Reports > 5. Crime Information > a. All Crime Counts (For Primary Statistical Code)* From the screen, enter the date parameters and select either the city name for the contract city or the RD Grouping for the unincorporated area. If an RD Grouping has not been created, contact the LARCIS Help Desk for assistance. Leave "No Group Selected" highlighted in the "Report Grouped By" field. The Part II Crimes Total is obtained by adding the "count" for each of the following "Stat Code Series" in this Report: "10-" through "26-"; "28-" through "33-"; "39-"; "43-"; and "52-".

AVERAGE RESPONSE TIMES

Use RAPS II to obtain the 416_A Report for response times.

TYPE OF CALL	DATA SOURCE
• ROUTINE (Rou) • PRIORITY (Pri) • EMERGENT (Emr)	From the “Reports” menu, choose the 416_A Report. Enter the applicable “From” and “To” dates, and select your station. Select “Generate Report.” To determine each Contract City’s response time, locate the Patrol Area and Contract City on the left side of the report and use the data indicated under the “Contract Cities” column of the report. To determine the Unincorporated Area’s response time, use the data from the “Total Summary” under the “Unincorporated Areas” column located in the lower right area of the report.

MISCELLANEOUS

CATEGORY	DATA SOURCE
TOTAL ARREST	Use the AJIS PA-84 report printed on each station’s JDIC printer on the first of every month. The PA-84 provides arrest statistics for each station, sorted by the Unincorporated Area and each Contract City. These reports are also available on the LASD Intranet and can be retrieved by using the following path: *General Information âž¥ Crime Statistics âž¥ Monthly Arrest âž¥ Summary Reports*

TOTAL CALLS FOR SERVICE	RAPS II is the source for this information. Note: This is the same source report (416_A) used for Average Response Times section of the Report. From the "Reports" menu, choose the 416_A Report. Enter the applicable "From" and "To" dates, and select your station. Select "Generate Report." To determine each Contract City's total calls for service, locate the Patrol Area and Contract City on the left side of the report and use the "Total" of "Call" indicated under the "Contract Cities" column of the report. To determine the Unincorporated Area's calls for service, use the "Total" of "Call" data from the "Total Summary" under the "Unincorporated Areas" column located in the lower right area of the report.
REPORTS (All URN's)	Use the LARCIS report that provides all URN's drawn. The path to access this report is: *LARCIS Main Menu > (5) Management Reports/Statistics > (4) Management Statistics > (e)URN Count Report* From the screen, enter the date parameters and select either the City name for the Contract City or the RD Grouping for the Unincorporated Area. If an RD Grouping has not been created, contact the LARCIS Help Desk for assistance. Use the number indicated in the "URNS" total at the bottom of the report. DO NOT use the "Reports" total. NOTE: Remember to include any recently drawn manual URN's that are not yet entered in LARCIS.

EQUITABLE VACANCY TABLE

	Staffing (575)	Percent Staffing (575)	Percent Vacant (575)	575 Vacant Positions (contract cities and unincorporated area)	575 Equitable Vacancy Distribution (rounded)	575 Vacancies (contract cities and unincorporated area)
***Contract Cities**	**58**	**67.44%**	**11.63%**	**10**	**7**	
***County Area**	**28**	**32.56%**			**3**	

*This table only reflects 575 contract cities, other contracts, and unincorporated County area patrol deputy staffing. CLEB use only. The CLEB Sergeants will fill out table based on your station's *Baseline, Personnel Report* tab.

As of January 1, 2007, the PASS Report will contain an "Equitable Vacancy Distribution Table." This table will capture 575 contract cities, other contracts, and unincorporated area ***patrol deputy staffing*** vacancies at your station. The staffing figures should match your station's ***Baseline*** staffing worksheet and confirm that an equitable portion of the vacancies are being shared between both the 575 contract cities and unincorporated County areas per **Field Operations Directive 06-04*, Equitable Distribution of Patrol Deputy Resources***. Below is the breakdown of the table:

Column	Data Source
STAFFING (575)	This column lists the total deputy patrol staffing levels for the city, other contracts, and unincorporated areas, based on the city and County 575's.
PERCENT STAFFING (575)	This column is automatically calculated (based on the existing 575's), by dividing the staffing levels in the city and County by the total station 575 staffing level (i.e. 58/86 = 67.44%; 28/86 = 32.56%).

PERCENT VACANT	This column is automatically calculated by dividing the total number of patrol vacancies in your station (both contract cities and unincorporated areas) by the total 575 positions (i.e. 10 vacancies/86 Staffing 575 column = 11.63%).
575 VACANT POSITIONS (contract cities, other contracts, and unincorporated area staffing). For CLEB use only.	This column can be calculated by adding your total patrol vacancies (contract cities, other contracts, and unincorporated areas). Please refer to your station's **Baseline**, ***Personnel Report*** tab (*Direct Contract and Direct Unincorporated 575 Summary Tables)* to ensure that your staffing figures are correct. Do not include any unavailable deputies in your vacancy total, they are not considered vacant positions.
575 EQUITABLE VACANCY DISTRIBUTION (ROUNDED). For CLEB use only.	This column is automatically calculated by multiplying the 575 deployment (Percent Staffing column 575 column) separately for both contract cities and unincorporated areas, by the 575 Vacant Positions column (i.e. 67.44% x 10; 32.56% x 10).
575 VACANCIES (contract cities, other contracts, and unincorporated area staffing)	These are the vacancies that you have assigned to the contract city areas, other contracts, and the unincorporated areas. In order to be equitable, they should closely mirror the Equitable Vacancy Distribution (rounded) column. Unavailable deputies are not a vacancy.

In the narrative section, please ensure that your unit commander provides an explanation if compliance is less than 98% or more than 102% (e.g. scheduled vacations, FMLA, extra enforcement, etc.). If applicable, include information such as changes in crime trends, response times, arrest activity or unusual occurrences.